



# **Rio Arriba County Detention Center (RACDC) POLICY 034: COUNTING PROCEDURES**

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It is essential that all inmates of the Rio Arriba County Detention facility are accounted for at all times. The detention center shall fulfill its obligation to provide secure detention for all inmates.

## **Procedure:**

1. Formal Inmate counting procedures shall be done at the beginning and at the ending of every shift and also half ways through every shift. All informal counts are to be done at least every hour.
2. At the shift change, the formal counts shall be done by the incoming supervisor and the outgoing supervisor. The mid way count must be done by any two detention officers.
3. Counting officers are to announce that a count will be taking place and all inmates are to report to their bunks or their cells. Thereafter all inmates will be counted and the two counting officers will compare the tally to make sure they match. They shall confirm all counts with the control center for accuracy.
4. Only one pod will be counted at a time. Once count is secured in one pod then they will proceed to the next pod.
5. Any inmate not wanting to return to his/her bunk or cell for count shall be subject to disciplinary procedures.
6. Pods should be alternated when counted so as to not set a pattern
7. All inmates will remain in their bunks or cell until the count is secured.
8. Counting officers shall also check all the doors to make sure they are all secure.

## **Inmates not accounted for**

1. If an inmate is not accounted for or if the two counts do not match, the whole pod where the error is detected will be recounted until the error is found.
2. If after five official counts are done and it is discovered that an inmate is missing, escape procedures will be implemented. The administrator will be notified.
3. The entire facility will be placed on lock down status and completely searched to find out if in fact an escape has occurred.



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4. Emergency procedures will be implemented by the administrator.

### Inmate unit checks

1. Inmate unit checks will be done at least every half hour, twenty-four hours a day.
2. All unit checks will be documented in the housing unit log.
3. Documentation shall include:
  - a. Name of officer conducting the unit check.
  - b. Time of unit check.
  - c. Conditions during the unit check.
  - d. Any unusual conditions discovered during the unit check.
  - e. Ending time of the unit check.
4. Unit checks should be done as often as possible and when not busy, officers will be inside the pods. A unit check is done by an officer entering the pod and informally counting all inmates. Others will assure that there is flesh and movement to assure that the inmate is alive.
5. During sleeping hours, unit checks should be done as quietly as possible.
6. Detention officers performing the unit checks shall notify the control center before and after entering and departing each pod and when the entire unit check is complete.
7. If an inmate is discovered missing during a unit check, a formal count will be performed.